Instructions to Complete Water Sector Program User Access Request Form

Access Type:	Indicate the type of access being requested. Only a system employee, board member, or elected official can request "Creator" or "Submitter" access. A user with "Creator" access can create and/or edit an application. A user with "Submitter" access can create, edit, and/or submit an application for consideration. Every entity must request and be approved for at least one user to have "Submitter" access in order to submit an application for consideration. A user with "Consultant/Engineer/Architect" access can only create and/or edit an application.
System Name:	Enter the name of the system/entity.
System Category:	Mark "water" or "sewer" to indicate which category of system is involved. If both sewer and water are operated by the entity, then mark both.
System Type:	Choose the appropriate category of system from the drop down box: Tribal, municipal, private-for profit, or private-not for profit.
LDH Region Number:	Enter the LDH region where the system(s) is located.
System FEIN/Tax ID:	Enter the federal tax identification number for the system.
PWS ID and/or DEQ Agency Interest Number:	Enter the PWS ID number(s) for the water system(s) and/or the DEQ Agency Interest Number(s) for the sewer system(s). If the entity requesting access has multiple PWS IDs or DEQ Agency Interest Numbers, you can enter them on the form or attach additional pages. If both sewer and water are marked under system category, then there should be both PWS ID and DEQ Agency Interest Numbers entered here.
System UEI Number	Enter the entity's Unique Entity Identifier. The UEI is a 12-character unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who must register to do business with the federal government in sam.gov/ .
LaGov Vendor Number:	Enter the LaGov Vendor Number assigned by the State of Louisiana to the entity. If the entity does not have a LaGov Vendor Number, click on the link in the user access form to begin the process to request a number. Also, mark the box indicating "Vendor Registration in progress." For more information regarding LaGov Vendor Numbers, please visit https://www.doa.la.gov/doa/osrap/vendor-information/ .
Name of user:	Enter the first and last name of the person requesting access.
Last 4 SSN:	Enter the last 4 digits of the social security number of the user requesting access.
Title of user:	Enter the title of the user requesting access.
Parish:	Enter the parish(es) where the system(s) is located. If the system(s) is located in more than one parish, enter all applicable parish names.
Mailing Address:	Enter full mailing address for entity including street address, city, and zip code.
User Email Address:	Enter email address of user requesting access. Two different users cannot use the same email address.
User Telephone Number:	Enter the telephone number for the user requesting access.
Signature of user:	The user requesting access must sign the form.
Date:	Enter the date the user signs the form.
Name of Chief Executive Officer of system (printed):	Enter the name of the Chief Executive Officer of the entity. Municipalities should enter the name of the mayor. Parishes should enter the name of the parish president. Private systems should enter the name of the person that has authority to sign contracts or incur debt for the entity.
Title (printed):	Enter the title of the Chief Executive Officer of the entity.
Date:	Enter the date the Chief Executive Officer signs the form.
Signature of Chief Executive Officer of system:	The Chief Executive Officer must sign the form.